

Stafford, Andrea

From: Cherepy, Andrea
Sent: Tuesday, June 10, 2014 12:16 PM
To: Stafford, Andrea
Subject: Dave Burns' availability in July (for possible GAP Analysis)

Andrea –

I had promised to find out when Dave Burns would be available in July for a possible GAP Analysis. It turns out that he is available the week of July 14 and then again the week of July 28.

Let me know if you have any other questions.

Andrea

Andrea Cherepy | Chief of Staff | Office of Radiation & Indoor Air | U.S. Environmental Protection Agency | Tel 202 343 9317 |
cherepy.andrea@epa.gov

Stafford, Andrea

From: Fraass, Ron
Sent: Wednesday, June 11, 2014 11:54 AM
To: Flynn, Mike
Cc: Stafford, Andrea; Johnson, Jeremy; Wilds, Edward; Cherepy, Andrea
Subject: Gap Analysis

Mike,

I talked with NCRFO managers this morning and we would like to rapidly move ahead with having a small team visit for a Gap Analysis to move us toward being turned on for field response. I have asked Andrea, Ed and Jeremy to draft a statement of work that would include portions of the FOG materials as a guide for the team. FOG were the general guidelines for QA for field operations. That will be in addition to normal EPA QA guidelines.

Our desire is to provide our current materials to the Gap team on our original deadlines. We would ask the team to spend several days reviewing the documents and visiting our location to speak with staff and observe mini exercises to demonstrate how we use our QA system and our SOPs. We would then make any changes needed to documents and procedures prior to a more formal external review.

Our suggestion is that we use the Gap Analysis results, presuming they are reasonably positive, as the basis to turn on operations. We would then support customers for six months to a year using the QA system and then have an external assessment of our operating QA system. It is difficult to properly evaluate a system that is not operating.

Please let us know the details of the existing contract so we can start the process. My managers and I need to assure our staff that this is not an externally applied delay to turn-on but an option to move us more surely in that direction.

Thanks for your support of our operations.
Ron

Stafford, Andrea

From: Flynn, Mike
Sent: Thursday, June 12, 2014 11:29 AM
To: Fraass, Ron
Cc: Stafford, Andrea; Cherepy, Andrea
Subject: Re: Gap Analysis

Ron,

Thanks for getting back to me quickly. Using the Gap analysis as a basis to "turn on" won't work but I'd like to discuss another possibility with you . In the meantime, please hold off doing much work on the statement of work. When are you back in the office?

Mike

From: Fraass, Ron
Sent: Wednesday, June 11, 2014 2:54:02 PM
To: Flynn, Mike
Cc: Stafford, Andrea; Johnson, Jeremy; Wilds, Edward; Cherepy, Andrea
Subject: Gap Analysis

Mike,

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Thanks for your support of our operations.
Ron

Stafford, Andrea

From: Griggs, John
Sent: Wednesday, June 18, 2014 2:51 PM
To: Stafford, Andrea; Baer, Alejandra M.
Cc: Cherepy, Andrea; Fraass, Ron
Subject: Gap Analysis

Andrea and Alex ,

As you know , based on Mike Flynn's request , I have been working with Andrea Cherepy , who has been in communication with you , on using our EMS SOW to bring on an SME for the Gap Analysis at NCRFO the week of July 14. My understanding is that the Gap Analysis will cover the overall Quality System of NCRFO and the radiation field program but not other areas such as the MERL. First , I want to confirm that this is correct. Second I would ask that one or both of you draft a task for the SOW and send it to by noon on Monday , June 23. We may need to modify it slightly so that it is consistent with the other tasks. We can then develop an IGCE and send it to the CO. The CO for this contract puts things in place quickly and I expect the task will be in place by June 27.

The contractor performing the Gap Analysis would like to have all relevant QA documents 10 days in advance of his trip to Vegas. There is no need to wait and send all the documents at one time. I talked to the CO and we can send documents to the contractor now although he cannot work on them until the task is in place. Therefore if you send me the major QA documents like the QMP , QAMs , QAPPs and any SOPs this week I can forward them on the contractor. The more we can get him in advance the better the Gap Analysis will be. Please let me know if you have any questions.

John

John G. Griggs, PhD., Director
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Stafford, Andrea

From: Stafford, Andrea
Sent: Thursday, June 19, 2014 9:03 AM
To: Griggs, John
Cc: Cherepy, Andrea; Fraass, Ron; Baer, Alejandra M.
Subject: RE: Gap Analysis

John –

I just left you a voice mail. Could you give me a call back so we can discuss the EMS SOW, your questions and next steps?

Thank you!!
Andrea

From: Griggs, John
Sent: Wednesday, June 18, 2014 2:51 PM
To: Stafford, Andrea; Baer, Alejandra M.
Cc: Cherepy, Andrea; Fraass, Ron
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Stafford, Andrea

From: Baer, Alejandra M.
Sent: Thursday, June 19, 2014 4:03 PM
To: Stafford, Andrea
Cc: Fraass, Ron
Subject: Draft SOW
Attachments: Gap Analysis SOW_draft.docx

Andrea, here's the draft. Please take a look at it and make sure I covered all bases. I'll be available tomorrow...give me a call with questions.

Alex

=====

Alejandra M. Baer, QA Manager
U.S. EPA/ORIA/NCRFO
4220 S. Maryland Parkway, Bldg. C
Las Vegas, NV 89119
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702.784.8201 (f)
baer.alejandra@epa.gov

Stafford, Andrea

From: Stafford, Andrea
Sent: Friday, June 20, 2014 8:36 AM
To: Griggs, John; Askren, Daniel R.
Cc: Fraass, Ron; Baer, Alejandra M.; Cherepy, Andrea
Subject: FW: Draft SOW
Attachments: Gap Analysis SOW_draft.docx

John –

Attached is a draft of our Task Order for the NCRFO Quality System Gap Analysis. Please give me a call if you would like to discuss the task order in more detail. As we discussed yesterday, NAREL will take the lead on developing the IGCE to support this task. Alex, as our QAM, will be NCRFO's lead and main POC for the task. We will begin providing electronic copies of relevant quality system documents to the WAM as early as next week.

Thanks so much John!!

Andrea

From: Baer, Alejandra M.
Sent: Thursday, June 19, 2014 4:03 PM
To: Stafford, Andrea
Cc: Fraass, Ron
Subject: Draft SOW

Andrea, here's the draft. Please take a look at it and make sure I covered all bases. I'll be available tomorrow...give me a call with questions.

Alex

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Alejandra M. Baer, QA Manager
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Stafford, Andrea

From: Griggs, John
Sent: Friday, June 20, 2014 10:29 AM
To: Stafford, Andrea; Askren, Daniel R.
Cc: Fraass, Ron; Baer, Alejandra M.; Cherepy, Andrea
Subject: RE: Draft SOW

Andrea ,

Thanks, we will look over the task order and will bet back to Alex if we have any questions. As you noted we will develop the IGCE and will work with Andrea Cherepy on the PR. If we don't talk again today have a good weekend.

John

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Thanks so much John!!

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Alex

=====
Alejandra M. Baer, QA Manager

Stafford, Andrea

From: Stafford, Andrea
Sent: Wednesday, June 25, 2014 9:03 AM
To: Griggs, John
Cc: Askren, Daniel R.; Baer, Alejandra M.
Subject: Gap Analysis Task Order

John –

I just wanted to follow up on the task order for EMS. Has the task and IGCE been provided to them? Is there anything we need to do at this point?

Thank you!!

Andrea Stafford
Deputy Director
National Center for Radiation Field Operations
U.S. EPA
Office phone: (702) 784-8203
Cell phone: (702) 460-8398
Fax: (702) 784-8201

Stafford, Andrea

From: Griggs, John
Sent: Wednesday, June 25, 2014 11:23 AM
To: Stafford, Andrea
Subject: RE: Gap Analysis Task Order

Andrea ,

I had to make a few changes based on comments from the CO. I will have it to her by this Friday. By early next week we will be good to go, she has assured me of that. I don't need anything else from NCRO at this time except for all Quality Documents that have been signed off on. The sooner I can get those to the contractor the better. I would very much like to send him some documents this week.

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Stafford, Andrea

From: Stafford, Andrea
Sent: Monday, June 30, 2014 12:27 PM
To: Griggs, John
Cc: Askren, Daniel R.; Baer, Alejandra M.; Fraass, Ron
Subject: FW: Gap Analysis Task Order

Hi John!! We are getting ready to send the QS documentation to the WAM (Dan Askren). When you get a chance, could we get a copy of the final task order and IGCE for our records?

Thanks so much!!!

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Thank you!!

Andrea Stafford
Deputy Director

Stafford, Andrea

From: Griggs, John
Sent: Monday, June 30, 2014 1:40 PM
To: Stafford, Andrea
Subject: RE: Gap Analysis Task Order

Andrea ,
Will do.

John

John G. Griggs, PhD., Director
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